

### MESSAGE FOR U.S. CITIZENS

U.S. Embassy representatives from the American Citizens Services (ACS) unit of the Consular Section; and the Department of Homeland Security - U.S. Citizenship and Immigration Services (DHS-USCIS) will be in:

**TACLOBAN CITY**  
**Thursday, October 29, 2015**  
**8:00am to 11:00am**  
**Ritz Tower De Leyte**  
**Real St., Tacloban City**

#### ACS will:

- Accept applications for Passports and Consular Reports of Birth Abroad
- Provide information on registering with the Embassy
- Provide notarial services and affidavits of legal capacity to marry in the Philippines
- Please note: Applicants for Citizenship and Passport services must read all information on the US Embassy website (<http://manila.usembassy.gov/service.html>). Read this before you come and prepare all documents for the interview. If you do not bring the required documentation, we will turn you away and you will have to schedule an appointment at the Embassy.
- Due to demand, we might not be able to accommodate all applicants for interview during the three hours of the outreach and may implement a limit for some services.
- Remember: if you are applying on behalf of a minor applicant, the minor applicant must appear in person.

#### DHS-USCIS will:

- Distribute DHS forms and guidelines regarding DHS applications/petitions
- Provide instructions for filing such applications/petitions
- Provide information related to immigration matters

#### **IMPORTANT NOTICE:**

**While fees are listed in U.S. Dollars, because of banking issues, we can only accept Philippine pesos as payment for services. Peso exchange rate will be provided during the outreach. Payment must be made in the exact amount, as no change will be available.**

#### SCHEDULE OF FEES

##### **Passports:**

Adult (16 and above) Passport Application (DS11)	\$135
Minor (under 16) Passport Application	\$105
Passport Renewal (minor DS11)	\$105
(adult DS82)	\$110
Additional Passport Pages	\$82

##### **Consular Report of Birth Abroad**

\$100

##### **Notarials:**

Affidavit of Legal Capacity to Marry	\$50
Affidavit (Subscribed and Sworn To)	\$50
Additional Copy	\$50
Other doc. related to the same transaction	\$50
Acknowledgment of Signature	\$50
Voting registration card or absentee ballot	no fee
Savings Bonds	no fee

##### **Report of Death of an American Citizen**

no fee

##### **Selective Service**

no fee

Inquiries regarding Non-Immigrant Visas will not be accommodated during the outreach. Inquiries must be made to the U.S. Embassy in Manila by calling (02) 976-8500 or (02) 902-8930 (for calls within the Philippines) or via e-mail to: [ConsManilaNIV@state.gov](mailto:ConsManilaNIV@state.gov).

**Additional information can be obtained prior to the visit by contacting: American Citizen Services of the U.S. Embassy in Manila, (02) 301-2000 ext. 2246.**

**Please be reminded that services will be provided on a first come, first served basis. Sign-up sheets will be provided at the outreach. However, emergency cases will be given priority.**